

# First Aid Policy

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## Record of changes

Version	Date	Changes
V3	01/09/2020	Changes to policy to incorporate alignment with ISO 45001

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# Introduction

First aid is immediate temporary care for the ill and injured. This may include treating minor injuries or taking charge where an injury or illness requires further treatment by a medical professional until the individual can be taken to hospital.

This policy sets out the objectives and arrangements for first aid provision by The Outdoors Group in compliance with the Health and Safety (First Aid) Regulations 1981 (amended 2013), Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The minimum first-aid provision (as specified in the First Aid Regulations) in any working environment is:

- A suitably stocked first aid box
- An appointed person(s) to take charge of first aid
- Information for employees about first aid arrangements

## Purpose

The purpose of this Policy is to set out arrangements for the provision of first aid by The Outdoors Group for employees who are injured or become ill at work. This includes providing enough first aid trained staff and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness occurring in the workplace.

It is important to remember that accidents can happen at any time. First aid provision therefore needs to be always available within the workplace.

What is 'adequate and appropriate' will depend on the circumstances in the workplace as different work activities involve different hazards. Risk assessments must be carried out to determine what level of first aid provision is needed

The Regulations apply to all workplaces including those with less than five members of staff.

## Scope

This policy applies to all staff who are engaged to perform work duties by The Outdoors Group and covers all sites and business areas. The purpose is to inform all staff members of the procedures and the equipment and training involved in the safe administration of first aid for the company.

This policy also applies to all freelancers and contractors engaged to do work for The Outdoors Group and must be applied to all business areas and sites of the company.

# Roles and Responsibilities

## Responsibilities, Accountabilities and Duties

**Directors** - have a specific accountability to ensure that responsibilities for Health and Safety, including the provision and management of first aid is effectively assigned, accepted, and managed at all levels in The Outdoors Group, consistent with good practice. This duty is delegated to others within The Outdoors Group.

**Health & Safety Officer** - will assist The Outdoors Group in undertaking the measures needed to comply with relevant statutory provisions as required by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. This will include the provision of relevant health and safety information and advice and review of this policy.

**Site Leads/Line Managers** - have delegated responsibility for implementing the policy within their business areas. This includes:

- Bringing this policy to the attention of staff within their area of responsibility.
- Ensuring that staff report all accidents and incidents that involve the provision of first aid using the Outdoors Group Accident and Incident reporting system.
- Communicating significant findings from assessments to staff within their area of responsibility.
- Ensuring that there are adequate first aid facilities in place, including adequate numbers of trained First Aiders (including cover for annual leave and any other foreseeable absence) and suitably stocked first aid kits.
- Ensuring that the designated staff appointed always maintain first-aid. Designated staff have a duty to report missing or damaged first-aid equipment, and to notify Site Leads when stocks are low or out of date. Site leads must carry out monthly checks on first aid boxes/equipment to ensure adequate, in-date supplies are maintained.

**First Aiders** - Where the risk assessment identifies that a First Aider or Emergency First Aider must be appointed, duties include:

- Providing first-aid to any person injured or falling ill on any of The Outdoors Group sites.
- Taking charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty.
- Calling the emergency services, if needed.

**Appointed Person** - If it is not considered necessary to have a First Aider, then an Appointed Person is required. The role of the appointed person is to take charge of an Accident/Incident which involves injury or illness.

The Appointed Person will check the condition and contents of each first-aid box, positioned within their area of control, to check that it is properly and promptly replenished monthly and that all items are within the expiry dates. This is to be done when Site Leads are unable to do this. The Appointed Person can also provide emergency cover, within their role and competence, where a first aider is unexpectedly absent.

**All Staff** - have a responsibility to:

- report all accidents or near misses that occur via The Outdoors Group Accident and Incident reporting system available through the shared server 'SharePoint' under Whole Company Forms.
- To assist any person who is injured or ill in the best way they can, even if all they can do is summon a First Aider or Appointed Person or call an ambulance.

## Procedure and Implementation

Under the Health and Safety (First Aid) Regulations 1981, the number of First Aiders, equipment and facilities required is based on carrying out a first aid needs assessment (see Tables 1 and 2 for further guidance). Provision of first aid treatment for non-employees does not fall within the scope of the regulations but the HSE strongly advises the first aid needs of non-employees is considered when completing first aid risk assessments.

In any workplace areas with a sufficiently high risk, nominated staff will need to be trained as First Aiders. A further decision on what type of First Aider is needed will also need to be made; Either a First Aider or an Emergency First Aider is required. [Table 1](#) and [Table 2](#) will guide members of the Senior Leadership Team/Middle Management Team through this decision-making process.

The first aid needs of travelling, remote / lone / agile / hybrid working environments / staff working away from their main site need to be accounted for and staff who travel as part of their duties should carry a personal first aid kit. Consideration of special arrangements shall be given to Staff working in remote areas by issuing mobile phones and providing additional training where necessary.

Staff must be made aware of the first aid arrangements for the site(s) in which they are primarily based such as the placing of notices telling staff who are First Aiders and where first aid boxes are situated which is available onsite maps.

# Staff Trained in First Aid

In the workplace there are normally three levels of first aid staff:

- Appointed Person
- Emergency First Aider
- First Aider

The main difference in the three types is the level of training required.

Under the legislation, there should always be an appointed person, but these duties can be taken over by a First Aider if one is required.

The type and number of first aid staff must be determined by risk assessment of the working environment (See [Table 1](#) and [Table 2](#)).

## First Aider

A qualified First Aider has undertaken the highest level of training of the three levels. This involves attendance at a First Aid at Work three-day training course. This requires trained persons to be able to administer first aid to a casualty with:

- Injuries to bones, muscles, and joints, including suspected spinal injuries
- Chest injuries
- Burns and scalds
- Head and eye injuries
- Sudden poisoning
- Anaphylactic shock
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

## Emergency First Aider

In low-risk work environments, such as offices, a risk assessment may indicate that only emergency first aid is required. Staff trained in emergency first aid attend a 1-day course that includes training in adult resuscitation and treatment of burns, bleeding, seizures, and shock.

## Appointed Person

If a first aid risk assessment indicates that you do not need a trained first aider an Appointed Person must be identified to take responsibility for first aid arrangements

Under the legislation, there should always be an Appointed Person, but these duties can be taken over by a First Aider if one is required.

The first aid training of an Appointed Person may be minimal, therefore an Appointed Person should not attempt to administer first aid for which they have not been trained, though short emergency first aid training courses are available.

An Appointed Person should be always available when staff are at work on site – this may mean appointing more than one person.

# Provision Of First Aid Equipment and Facilities

The Outdoors Group has identified that each of the delivery sites will have a minimum of:

- Standard Green First Aid kit
- Red Burns Kit
- Clear or Blue Eye wash kit

The items within each of the above kits must be checked monthly by Site Leads and after each use by the First Aider. Whilst there is no mandatory list of items to put in a first-aid box and the contents should be dependent on what the assessed needs are.

The British Standard BS8599-1:2019 Workplace First Aid Kit Contents list can be seen below:

<div>  <b>BS8599-1:2019 Workplace First Aid Kit Contents</b> </div>					
Kit component	New workplace first aid kit contents			New travel & motoring kit contents	Personal issue kit contents
	Small	Medium	Large		1X guidance leaflet, 1X contents list, 1X l. sterile dressing, 1X triangular bandage, 10X plasters, 4X alcohol-free wipes, 2X nitrile gloves (pairs), 1X resus shield, 1X foil blanket, 1X clothing cutters
Conforming bandage	1	2	2	1X Guidance leaflet	<b>Critical injury pack contents</b> 1X guidance leaflet, 1X contents list, 2X nitrile gloves (pairs), cutters, 2X large trauma dressing, 2X haemostatic dressing, 1X foil blanket, 1X clothing, 1X tourniquet
Guidance leaflet	1	1	1	1X Contents list	
Contents list	1	1	1	1X Med. sterile dressing	
Medium sterile dressing	2	4	6	1X Triangular bandage	
Large sterile dressing	2	3	4	10X Plasters	
Triangular bandage	2	3	4	10X Alcohol-free moist wipes	
Eye pad sterile dressing	2	3	4	2X Nitrile gloves	
Plasters	40	60	100	1X Resuscitation shield	
Alcohol-free moist cleansing wipes	20	30	40	1X Foil blanket	
Adhesive tape roll	1	2	3	2X Burn dressing	
Nitrile disposable gloves (pairs)	6	9	12	1X Clothing cutters	
Sterile finger dressing	2	3	4	1X Adherent dressing	
Resuscitation face shield	1	1	2	1X Medium trauma dressing	
Foil blanket	1	2	3		
Burn dressing	1	2	2		
Clothing cutters	1	1	1		



A leaflet giving general guidance on first aid (E.g. HSE's leaflet: Basic advice on first aid at work); can be found here: <https://www.hse.gov.uk/pubns/indg347.htm>

The contents list for first aid kits and burns kits can be found here: [First Aid Kits Contents Lists.pdf](#). It is recommended that tablets and medicines are NOT kept in the first-aid box.



## **First Aid Boxes and Records**

All sites have first aid boxes that are checked monthly and restocked as and when needed. Site managers are responsible for checking the first aid kits on their sites. This is to be checked and recorded on the Monthly Site Inspection Form found on 'SharePoint' under Whole Company Forms.

First aid boxes are kept secure and can be found centrally by the main camp area on every site. Where satellite site areas exist, these will also have first aid kits. This particularly applies to the adult training area in Exmouth.

## **Administering Medication**

It should be remembered that as a first response to an injury, first aid training and procedure does not cover prescription of or administering of any form of medicine; therefore, no pills, creams or tonics should be applied to any person or injury during first aid treatment.

However, there are times when working with minors, when in the role of loco parentis (in the place of the parent) it is necessary to administer prescribed medicines etc. at certain times through the day. Where this is the case, it should be done after consultation and discussion with the parents and only if strictly necessary. Where the medical intervention is more critical (i.e., insulin injections) then this should only be undertaken after a risk assessment and further training has been given to the appropriate staff.

Where prescribed medicines must be refrigerated, the only sites where this is possible are Crediton, South Brent, Shillingford, and Tiverton. On all other sites such prescriptions must be refused, and the learner does not attend if such prescription is necessary to their health. The facilities simply do not exist to ensure that the medicine/s will be kept at an appropriate temperature.

## Site Specific Spaces for Treatment of Injury and Sickness

It is important in some circumstances to be able to treat illness or injury in a quiet space away from a group, for this purpose where possible a medical space will be provided on each site, these will vary according to the site but will comprise of the following:

Tiverton	There will be a camp bed available in the main building, this provides privacy and easy access to toilets hand washing facilities without impact on other learning areas.
Okehampton	Provision will be made by ensuring a quiet area is situated close to the main camp area for warmth from a fire if needed and nearby access to toilets and hand washing facilities.  Each forest school site will ensure that a sleeping mat, space blanket and suitable first aid is available
Shillingford	There is an office space with a gas space heater that can house a camp bed. It is situated close to one of the main camp areas for hand washing, and is within easy reach of toilets, and a short distance from the medical area.
Escot	Provision will be made by ensuring a quiet area is situated close to the main camp area for warmth from a fire if needed and nearby access to toilets and hand washing facilities.  Each forest school site will ensure that a sleeping mat, space blanket and suitable first aid is available
Exmouth	Provision will be made by ensuring a quiet area is situated close to the main camp area for warmth from a fire if needed and nearby access to toilets and hand washing facilities.  Each forest school site will ensure that a sleeping mat, space blanket and suitable first aid is available
South Brent	There is a camp bed available in the medical room. Next to the medical room is the learner toilet and shower facility, providing easy access without impact on other learning areas.
Crediton	There is a camp bed available in the Mouse Hole room in the main building. In this building, there is also a shower facility and a learner toilet. First aid kits are available on site.

# Reporting & Training

## Reporting incidents where first aid has been given

If an injury or sudden illness occurs, the normal Accident and Incident reporting procedure should be followed. The Outdoors Group electronic Accident and Incident reporting form [Accident, Near Miss Or Work-Related Ill Health Report Form](#) (via SharePoint) should be completed with details of the action taken, including any action by the First Aider present.

All reports submitted on the above form are stored in a spreadsheet on SharePoint, accessible to the Operations Team. Where an action is required, this is recorded on the same spreadsheet. Where further investigation is required, this is conducted by the relevant member of the Senior Leadership Team.

For The Outdoors School, these are recorded on the school's 'School Pod' System and held securely.

There may be other reporting requirements such as serious accidents or injuries reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or the serious untoward incident reporting process. See RIDDOR Reporting SOP for further guidance on this: [SOP - RIDDOR Reporting.pdf](#).

## Training

All delivery staff for The Outdoors Group Ltd are put through first aid training programmes for the appropriate age ranges and conditions under which they work. The training records are held centrally, and staff are rebooked for refresher training as appropriate.

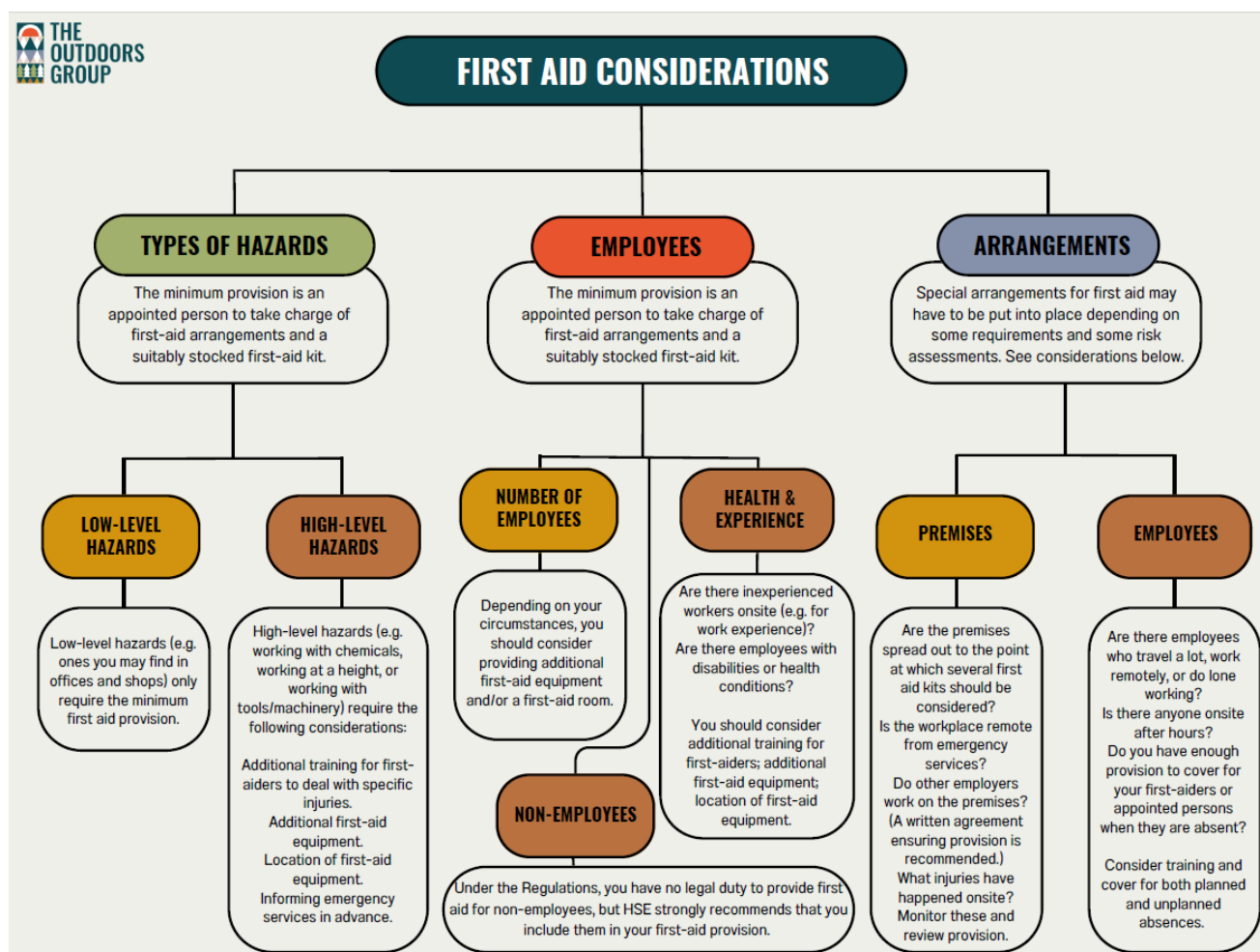
For queries or to obtain copies of training records please contact:  
[learninganddevelopment@outdoorsgroup.co.uk](mailto:learninganddevelopment@outdoorsgroup.co.uk)

# HSE Guidance

## Checklist for Assessment of First Aid needs

To decide how many First Aiders or Appointed Persons to provide in a workplace, there are several considerations. The checklist in Table 1 covers the things you should consider (as taken from the 'HSE First aid at work Your questions answered INDG214(rev2)').

**Table 1 – First Aid Considerations**



As a guideline, [Table 2](#) provides an idea of the numbers and types of first aid staff needed based on the level of risk and the number of people working in a particular type of work environment, as per the guidance from the HSE.

Levels of risk should be decided by using the relevant risk assessment/s.

**Table 2: Suggested numbers of first-aid personnel to be available when people are at work**

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
<b>Low hazard</b> , e.g. offices.	Fewer than 25	At least one Appointed Person.
	25–50	At least one first-aider trained in EFAW*.
	More than 50	At least one first-aider trained in FAW for every 100 employees.
<b>Higher hazard</b> , e.g. extensive work with dangerous machinery or sharp instruments, construction, working at heights.	Fewer than 5	At least one Appointed Person.
	5–50	At least one first-aider trained in EFAW* or FAW** depending on the type of injuries that might occur.
	More than 50	At least one first-aider trained in FAW** for every 50 employed (or part thereof).

\* EFAW = Emergency First Aid at Work Course (1 Day)

\*\*FAW = First Aid at Work Course (3 Day)

# References And Links to Associated Policies

## **First Aid at Work**

The Health and Safety  
(First-Aid) Regulations 1981

<https://www.hse.gov.uk/pubns/priced/l74.pdf#page=9>

Your questions answered

<https://www.hse.gov.uk/pubns/indg214.pdf>

## **Links to Associated Policies**

Health and Safety Policy - [Health and Safety Policy .pdf](#)